

CRBH

CRB Application checking

Experience shows that these are the key parts that need checking.

Section A

Full name check second against driving licence – look for the second letter!

Full Address Postcode

Section B

Role must describe why disclosure is justified, so this is not necessarily the applicant's Job Title.

Sections A & C

Addresses must count for 5 years without gaps – use Month Year eg to 052002 and from 052002 (don't go 062002 for next otherwise it looks like a potential gap!)

Section X - ID evidence

Person checking must be known to Fareham Community Action – and have been trained.

Must be evidence that the ID requirements are completed - please use a checklist with each application; depending on what you are given we may need 3 or 5 valid documents.

For simplicity we say "Passport, Driving Licence and Utility Bill" but there are variations.

ID evidence used if in doubt check the CRB booklet

Passport

Driving Licence

Birth Certificate

Marriage Certificate

Document with NI number

Items that just require a cross on the form to provide name and address

Utility Bill

Bank Statement

Statutory letter

If other what?:

Check age usually needs to be less than 3 months old

However, the CRB say that the cross can only signify having seen 2 documents – a continuation sheet is necessary to explain what other forms of ID have been used. So, it is easier to use recommended ID! Master continuation sheets are available on the CRBH website

Section Y – counter signatory section ID checkers must not put any thing on the form but do need to confirm on checklist

Vulnerable Adults? Children?

Standard or Enhanced

If Volunteer

Full guidance is given in the CRB website doc "DIP 002 - ID Checking Process" at the website page www.crb.gov.uk/?page=582